



ANANTA INSTITUTE OF MEDICAL SCIENCES & RESEARCH CENTRE

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No. AIMS/P&C/ICC/2024/ 6533

Date: 13.07.2024

INTERNAL COMPLAINTS COMMITTEE 2024-25

Sr. no	Name	Designation/ Department	Position	Contact No	E-mail ID
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Dr. S. K. Singhal
Principal & Controller
PRINCIPAL & CONTROLLER
Ananta Institute of Medical Sciences & Research Centre
Rajsamand

Cc to:

- Registrar
- Medical Superintendent
- Director Operations
- Additional Principal
- Academic Officer
- All Departments
- Principal-ACN
- HR& Admin
- Student section
- All Notice Board (college/hospital)



**Office of the Principal & Controller
Ananta Institute of Medical Sciences & Research Centre,
Rajsamand**

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INTERNAL COMPLAINTS COMMITTEE

Ananta Institute of Medical Sciences & Research Centre advocates the empowerment of women and has zero tolerance for sexual harassment at work place.

Ananta Institute of Medical Sciences & Research Centre is committed to provide congenial and conducive working conditions where in students, teachers, medical and paramedical staff along with supportive staff can work together comfortably and without fear of any tolerance, harassment, exploitation and intimidation or discrimination. So any kind of gender violence, sexual harassments or discrimination on the basis of gender is virtually avoided altogether.

Internal complaints committee has been constituted in the institute as per POSH Guidelines 2013. ICC swiftly and carefully handles the matters related to sexual harassment. ICC details have been displayed on the notice board at significant sites in the institutional campus. Complaint boxes also have been placed at different work places.

ICC aims at sensitizing the students, teaching and non-teaching staff, and supporting staff to work diligently to avoid and prevent any sexual harassment incident.

The complaint can be submitted online (ICC email id or individual members email id which are displayed on the notice boards) or in writing to the committee or committee members. Appropriate disciplinary action is initiated by ICC members in accordance with the rules and regulations of the college and strict adherence to POSH 2013(Prevention & prohibition of Sexual Harassment at work place) guidelines.

1. ICC :

Every committee member is expected to be aware of the commitment to the right to freedom of expressions to support gender equality and oppose any form of gender discrimination and violence.

At the institute level, all complaints of this nature will be routed through the ICC.

At Ananta Institute of Medical Sciences & Research Centre, the Internal complaints committee has been constituted in the institute as per POSH 2013 Guidelines.

2. Functions of ICC:

1. To prevent sexual harassment at work place
2. Sensitization of all working staff and students to promote gender amity amongst them.
3. Conduct activities to prevent discrimination and sexual harassment at work place.
4. Conduct activities to provide conducive environment and congenial atmosphere.
5. To deal with the complaints related to sexual harassment swiftly and promptly as per POSH 2013 guidelines.

3. Procedure for filing a complaint :

1. The complainant has to file the complaint in writing and submit it before Presiding officer or any member of ICC at the earliest, maximum within 3 months of the date of the incident (or date of the last incident in case of series of incidents).
2. The complainant can also send the complaint to any committee member via email.
3. A written complaint is mandatory which should include the name of the complainant and other necessary details of incident of sexual harassment, supported by evidence.

4. In case of inability to lodge complaint by herself due to physical/mental incapacity, complainant can send her legal heir, spouse, parents to file the complaint.
5. A third person can also be a complainant provided that a written complaint must be filed by the one who has been subject to sexual harassment.

Incident of Sexual Harassment at work place

1. Written complaint should be lodged to ICC within 3 months of date of incident.
2. The ICC should complete the enquiry within 90 days & submit the Report of enquiry within 10 days from the date of completion of enquiry for Action for Misconduct if done, or Punishment for false complaint.

Jurisdiction:

The Institutional ICC shall be responsible to handle the complaint of the sexual harassment on the campus. The jurisdiction for legal disputes shall be Rajsamand district of Rajasthan state.

Enquiry and Redressal Process:

- After receiving complaint the meeting of ICC will be convened by the Presiding Officer at the earliest.
- The ICC will follow the procedure as considered just and appropriate to meet the ends of justice.
- The burden of proving the allegation shall lie on the complainant.
- Within 07 days of receipt of the complaint, committee will forward copy of the complaint to the respondent and seek his response.
- The respondent will be liable to submit his response to the ICC within 10 working days. He can attach relevant documents in support of his submission.
- The committee will hear both the complainant and the respondent on the stipulated date. Neither of parties can be represented by a legal practitioner. The principles of natural justice will be followed.

- The ICC will have to complete the enquiry within 90 days of receipt of the complaint.
- No decision shall be taken by the committee against anyone without giving the opportunity of hearing.

During Inquiry :

- The ICC may recommend to the management to provide some interim relief to the victim as if she requests for it. The committee can ask the management to transfer her to some other work place or grant her leave for a certain period.
- The ICC can also recommend to the management to restrain the respondent from reporting on the performance of the complainant.

Punishment /Action-

- Punishment to the respondent if proved guilty will be decided at the earliest by the ICC. Recommended punishment/Action will be informed to the management for implementation.
- The Punishment/Action shall be commensurate with the nature of gravity of the incident.
- **In case if the respondent is student**, the punishment may be in the form of warning, written apology, bond of good behaviour, debarring entry into the hostel/campus, suspension for a specified period of time, debarring from exam, expulsion.
- **In case of employee as a respondent :**
Warning/written apology, bond of good behaviour, adverse remarks in CR, debarring from supervisory duties, stopping of increments/promotion, reverting/demotion, suspension, dismissal, any other punishment as deemed necessary in the case.

Appeal :

- Any person/member dissatisfied/aggrieved by the decision of the committee may make appeal to Registrar within 15 days of the date of communication of punishment to him.
- The Registrar may decide the matter accordingly.

Administrative control:

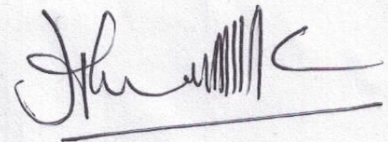
The management of the institution will have the supervisory and administrative control over the committee.

Liability:

No officer/member shall be liable for any legal proceedings for anything done in good faith in discharge of the duties under these rules.

Frequency of the meeting:

Once in every 06 months and whenever needed as per requirement.



Dr. S. K. Singhal

Principal & Controller

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- Medical Superintendent
- Director Operations
- Additional Principal
- Academic Officer
- Concerned members
- HR& Admin

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